


## **Access a Supplier's Punchout Catalog**

Punchout is a feature of the NC E-Procurement @ Your Service term contract catalog. Punchout means that you click a link for a catalog item that allows you to punchout, or leave the system, to view a term contract item(s) on a supplier's website.

Once a buyer punches out and completes the selection process on the supplier's website, the items are automatically transferred back into NC E-Procurement @ Your Service as line items on a requisition.

You can view the punchout functionality on the catalogs through the "View the Term Contract Catalog" link below. You will not have the ability to purchase items on the punchout catalog.



**Explore Catalog**

**\*What's New in Catalog Search Release 2.0\***

- **Keyword Search:** Search for items by description, supplier, part number, manufacturer, contract ID, or bundle ID.
- 'AND' is now the default operator between words in multi-word searches.
- You will be asked to further refine searches with more than 500 results.
- **Exact Match Searching** filters out words that only start with the text entered (e.g., 'car' will not return 'carpet').

To search, click a category link or enter a value in the search field. Click **Search**. Select **Add** to insert item(s) in the requisition. Please view the following online search resources: [View Term Contracts](#) [General Search Tutorial](#) [Searching Techniques](#)

**Catalog**

☒ Entire catalog ☐ Current category [Advanced](#)

**Search Results** **Sort Results By:**

[Catalog Home](#)

All items 1 - 6 of 6 matches

**Boise Cascade (Punchout Catalog) - 615A Office ...\***

Contract ID:  
Supplier: [BOISE CASCADE OFFICE PRODUCTS](#)  
Supplier Part Number: Boise Cascade Punchout  
ETA (days): 0

**Dell (Punchout Catalog) - 204A Microcomputers and...\***

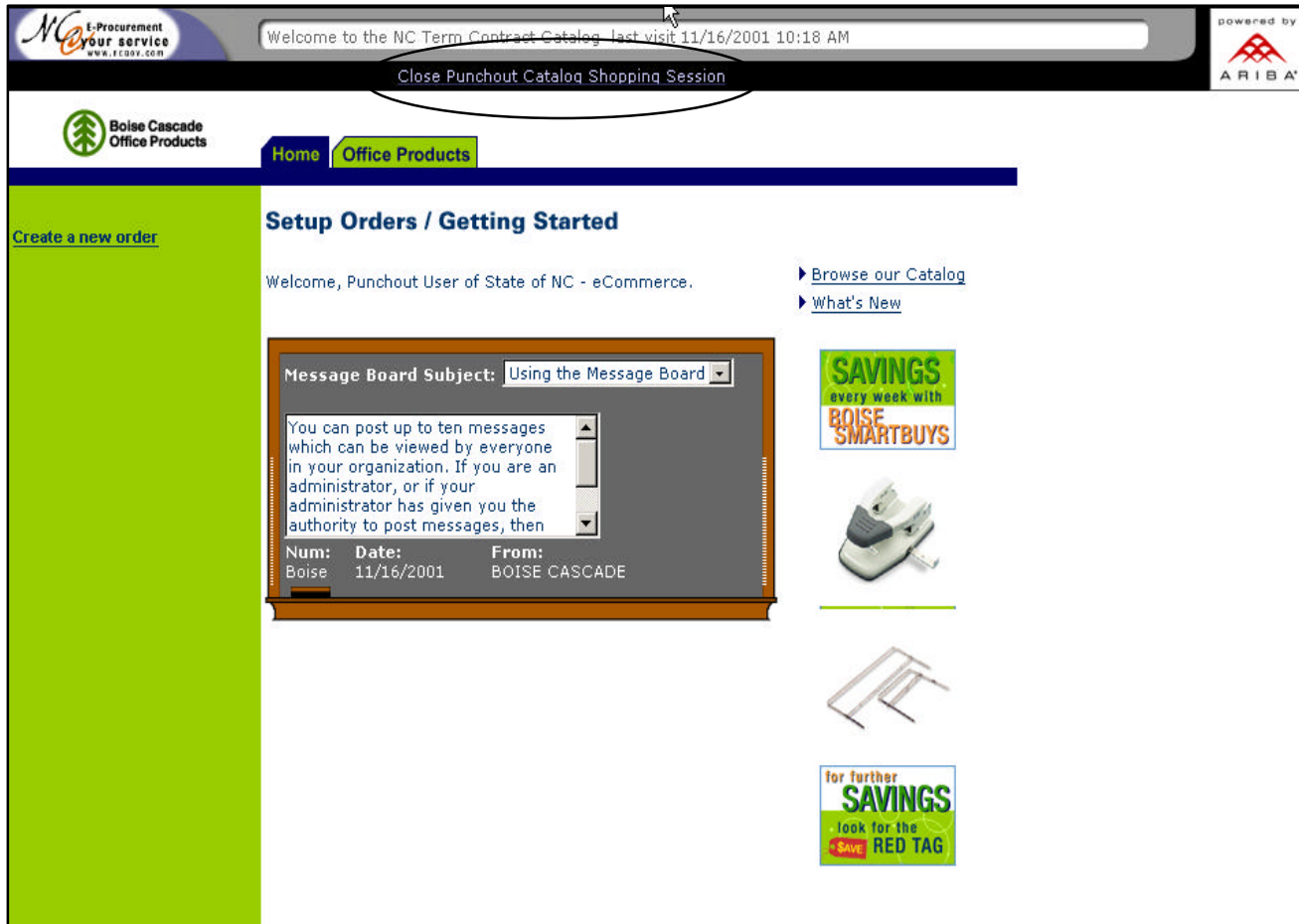
**As you search or browse through the catalog, you will notice punchout items.**

**Note: To locate all punchout catalogs, type “punchout” in the Keyword Search.**

**Punchout items are easily identified by: A) the red asterisks next to the product name B) the “Shop Supplier Catalog” button and C) the words (Punchout Catalog).**

**1.) To view the supplier’s punchout catalog, click the “Shop Supplier Catalog” button.**

**2.) Once you click the “Shop Supplier Catalog” button, you will automatically punchout of NC E-Procurement @ Your Service to the supplier’s catalog.**



**Note: Every supplier's punchout catalog is different however, all punchout catalogs only contain state term contract items.**

**3.) Follow the instructions on the supplier's punchout catalog to locate and select the item(s).**

**4.) Once you are finished selecting items, complete the supplier's checkout process. You will return to the catalog page of NC E-Procurement @ Your Service.**

**Note: You do not have ability to actually purchase items on the catalog. If you wish to leave the punchout catalog prior to checkout, click the "Close Punchout Catalog Shopping Session" link located at the top of the screen (circled above).**